

Guidelines for Scheduling Administrative (Point-to-Point) Flight Services

When you have a need to set up an administrative flight (non mission), follow the steps and complete forms below:

1. Designate a Flight Manager* (see Flight Manager requirements on following page)
2. The Flight Manager completes the [Aircraft Service Request form](#). The form provides the necessary information for the aircraft coordinator to schedule the flight. **Any questions, call the Aircraft Desk at the Rocky Mountain Area Coordination Center (RMACC), 303-445-4300 (office hours 0730 – 1630), or e-mail: cormc@dms.wcg.gov.**
3. Flight Manager Faxes (or emails) the Flight Request form to: **303-445-4319, Attn: Aircraft Desk**, cc: an electronic copy to the Regional Aviation Safety Manager (RASM) or Regional Aviation Officer (RAO), in Subject line of message type: **Flight Request, Month/Day**. In body of message type, Attn: Aircraft Desk (Flight Coordinator).
4. If passengers include Senior Federal Official(s), Flight Manager completes the **Senior Federal Travel Form GSA Form 3641**. **Fax a copy to: 303-445-4319, Attn: Aircraft Desk.**
*Examples of Senior Federal Officials include: Chief, Deputy Chiefs, Associate Deputy Chiefs, Washington Office Staff Directors, Regional Forester, family members of listed or **ANY** non-Federal persons. Document members of Congress as a non-Federal person. (**Note:** Non government passengers traveling on a one day trip does not require a Flight Use Justification form (5700-10) but does require a [Day Trip Authorization \(FS-5700-12\)](#) be completed.*
5. Flight Manager Completes the [Cost Comparison Travel Worksheet \(CCTW\), FS-5700-11](#). The Flight Manager will compare the charter estimate (information on the flight services request form) with commercial airline fare (information on the CCTW) to determine most cost effective travel.
6. If the charter is more expensive than the commercial airline fare, Flight Manager and the authorizing personnel (RF, Director, Team Leader) will be asked to make a decision regarding taking the more expensive charter.
 - o If the commercial airline schedule creates unreasonable delays in your trip (additional overnights, inability to attend other scheduled appointments), you can still utilize the more expensive charter.
 - o Fill out the attached [Flight Use Justification form, FS-5700-10](#) and **check the box for paragraph b**, including a brief explanation, and turn that in to the RMACC aircraft desk. ***This form must be signed by a person authorized to expend funds.***

Charter Forms Check List:

- ___ **Aircraft Flight Request form**
- ___ **Senior Federal Travel Form GSA Form 3641** (If needed)
- ___ **Cost Comparison Travel Worksheet (CCTW), FS-5700-11**
- ___ **Flight Use Justification form, 5700-10** (If needed)
- ___ **Day Trip Authorization form 5700-12**

The Aircraft Coordinator will ensure the Pilot in Command (PIC), and aircraft, are approved for ROCKY MOUNTAIN REGION use. **It is the responsibility of the Flight Manager to visually verify carding before boarding the aircraft.** Once the charter flight is confirmed, the scheduler will send a copy of a completed Aircraft Flight/Schedule Plan to the Flight Manager. The flight plan contains the following charter information: Make/Model of aircraft, Pilot, aircraft tail number, charter office phone number, management code for payment, names of passengers, and flight itinerary (dates, times of departure/arrivals, airports).

As indicated on the flight plan, the Flight Manager must contact the appropriate dispatch office prior to takeoff and upon arrival at destination. **If you need to cancel your trip:** Immediately notify RMACC 303-445-4300. The vender may apply a cancellation fee cancellation is last minute and not weather related.

***Each charter flight must have one person identified as "Flight Manager." The Flight Manager must have received training prior to the flight. Online training is offered at: <https://www.iat.gov/> Contact the Regional Aviation Safety Officer (303-275-5711) for assistance.**

Flight Manager Training Requirements

The Flight Manager is responsible for the operational mission of the aircraft and will work jointly with the pilot-in-command (PIC) to ensure safe, efficient flight management. Flight Managers are assigned for all FS flights to provide management oversight. This position does not include special-use operations.

- A101 (3) Aviation Safety (all aircraft)
- A103 FAA NOTAM System
- A104 Overview of Aircraft Capabilities and Limitations
- A105 (3) Aviation Life Support Equipment
- A106 (3) Aviation Mishap Reporting
- A107 Aviation Policy and Regulations I
- A108 (3) Preflight Checklist and Briefing/Debriefing
- A109 Aviation Radio Use
- A110 (3) Aviation Transportation of Hazardous Materials (if involved with shipment)
- A111 (3) Flight Payment Document
- A112 (3) Mission Planning and Flight Request Process
- A113 (3) Crash Survival
- A115 Automated Flight Following
- A200 (1) Mishap Review
- A202 Interagency Aviation Organizations
- A203 Basic Airspace
- A204 Aircraft Capabilities and Limitations
- A205 Risk Management I
- A206 Aviation Acquisition and Procurement
- A207 Aircraft Flight Scheduling
- A303 Human Factors in Aviation
- A305 Risk Managements II
- A307 Aviation policy and Regulations II

Additional requirements when specified by individual FS policy:

- A218 Aircraft Pre-Use Inspection
- A302 Personal Responsibility and Liability
- A310 Overview of Crew Resource Management
- A401 Managements of Aviation Safety Programs
- A403 Human Factors for Aviation Mangers

(3) = course taken every 3 year
(1) = course taken on an annual basis

Flight Manager Duties

1. The Flight Manager is responsible for the operational mission of the aircraft and will work jointly with the PIC to ensure safe, efficient flight management. Flight Managers are assigned on all FS flights to provide management oversight.
2. The Flight Manager is the sole point of contact for the aircraft coordinator in the organization of a flight.
3. The Flight Manager is responsible for the passengers of the flight, ensure they show up on time, and comply with Forest Service policies regarding aircraft use.
4. Check pilot card and aircraft data card for currency and qualifications.
5. The Flight Manager is the liaison between the passengers and flight crew.
6. To explain to all personnel at the beginning of travel, transportation arrangements, type equipment, route of travel, stopping points, ETA, etc.
7. To ensure proper flight following procedures are met. **During office hours (0800 – 1630), the Rocky Mountain Area Coordination Center (RMACC) Aircraft Desk phone number is 303-445-4300.**
8. To call RMACC when delays of more than 30 minutes occur, unexpected stops or any deviation from the flight plan to give information as to why and how long the delay will be.
9. Have all personnel within the weight limitations, assembled, and ready to board transportation at scheduled time.
10. Provide for safety and welfare of each person in party.
11. Flight Manager has responsibility for ensuring that all passengers arrive at their destination.
12. Flight Manager will be responsible for signing the **Daily Flight Report Invoices (Form 6500-122)** for all flights. Make sure that the flight rate and all additional charges (overnight costs, landing fees, etc.) are recorded on the 122 before signing. If the charter flight is scheduled for more than 1 day, an invoice (Form 6500-122) must be filled out for each day. **Take the pink copy(ies) for the RO aviation files (see below item 13).**
13. The Flight Manager is responsible upon completion of flight service to ensure all forms (Daily Flight Report Invoice (Form 6500-122, pink copy), Aircraft Services Request, Cost Comparison Travel Worksheet and Flight Request/Justification for Administrative Use of Aircraft) are completed and submitted to RO Aviation & Fire Management.

AIRCRAFT SERVICES REQUEST

****All columns must be filled in prior to submission****

Date of Request: _____ Submitted by: _____ Contact phone: _____

<i>Passenger Name (*Flight Manager)</i>	Weight	Baggage Wt.	Grade Level	<u>Management Code</u>	Contact phone number (Cell phone/home phone)

Name of Senior Federal Officials (SES or above): _____

Include copy of completed **GSA Form 3641 - Senior Federal Travel Form with this Aircraft Services Request. Fax completed form to: 303-445-4319 (attn: aircraft desk)**

Purpose of Flight: _____

FLIGHT ITINERARY Date of proposed flight: _____

<i>Departure Airport with number of PAX</i>	Date and Time of Departure	Destination Airport	Drop off/Pick up number of PAX

Fax a copy of this request to RMACC Aircraft Desk at (303) 445-4319, phone notification (303) 445-4300.

Upon completion of the charter flight, ATTACH THIS COMPLETED DOCUMENT TO THE RO COPY OF THE FLIGHT USE REPORT FS-122 (pink copy) and turn into Rocky Mountain Region RO Aviation Staff.

COST COMPARISON TRAVEL WORKSHEET

FSM 5710; FSH 5709.11, Ch. 10)

ITEMS TO BE COMPARED: GOVERNMENT OPERATED AIRCRAFT, AIRLINE, COMMERCIAL AIRCRAFT UNDER CONTRACT AND ANY OTHERS.

STEP 1: ANALYZE TRAVEL NEED

Consider number of travelers, weight and nature of baggage or cargo, and all known constraints. Typical constraints could be time away from home station, working time needed at destination(s), specific dollar limits, and vulnerability to weather delays. Do not include a method of transport that is obviously unsuitable. Normally, the decision to travel by air will have been made before using this form, but columns for other means are provided for use when appropriate. Summarize analysis: (example) Government-operated and charter aircraft both capable of performing requested service. Airline service did not meet time constraints for conference, nor did any form of ground transport.

STEP 2: COST COMPARISON

	Common Carrier (Airline)	Common Carrier (Rail)	Government Owned Aircraft	Commercial Aircraft (Contract)	Other	Other
1. Fares/Flight costs						
2. Per diem/overnight charges						
3. Lost worktime						
4. Local transportation						
5. Overtime/standby						
6. Other						
7. Total cost						

Name of Preparer

Unit

FLIGHT REQUEST/JUSTIFICATION FOR ADMINISTRATIVE USE OF AIRCRAFT
(FSM 5710; FSH 5709.11, Ch. 10)

User *(Agency/Unit)*:

Date(s) Of Use:

Purpose Of Trip:

Service Requested:

Planned travel requires the use of air transportation, and Forest Service-operated or charter aircraft will be used because *(check a, b, or c. If c is checked, attach a cost comparison)* :

(a) The aircraft is scheduled to perform a bona fide mission, training, or proficiency activity compatible with secondary use of the flight for transportation, and the minimum mission, training, or proficiency requirements have not been exceeded.

(b) No airline service is reasonable to effectively fulfill the transportation requirement, that is within the same calendar day as required.

Explanation:

(c) The actual cost¹ of using this aircraft is not more than other suitable and available air transportation.
(Use FS-5700-11, Cost Comparison Travel Worksheet.)

Signature

Title

¹ This cost should be the total cost to the Government; calculations should include per diem, overtime, and lost work time as well as actual transportation costs.

FS-5700-12 (9/93)
DAY TRIP AUTHORIZATION
(FSM 5710: FSH 5709.11, Ch. 10)

Date: _____

Make/Model of Aircraft: _____ Registration No: _____

Operator: _____

Purpose of trip:

Route of flight:

Passenger Name	Affiliation

Forest Service sponsoring unit:

I certify that the person(s) listed above has an official purpose for being on this flight and any associated surface transport. I recognize that the Government may incur increased liability exposure under the Federal Tort Claims Act, 28 U.S.C. 2671-2680, and that ownership of the conveyance(s) in question does not alter the Government's liability (Comptroller General Decision B-231814, January 19, 1989). I have determined that the benefits justify the operation.

Signature and title of sponsoring unit representative (FSM 5716.4)